

Southwestern Community College
Advising Committee Meeting Minutes (Draft)
April 4, 2016 (11:00 am)
Burrell 203

Committee Members (Bold=In attendance): **Dominique Benson**, Rebecca Branden, Thom Brooks, William Brothers, **Barbara Connell**, **Cheryl Contino-Conner**, **Cheryl Davids**, **Michael Despeaux**, **Mark Ellison (Chair)**, **Tori Ellison**, Mitchell Fischer, **Clyanne Hyde**, David Jons, **Melody Lawrence**, Eddie Lunsford, **Angelia Noland**, **Barb Putman**, **Jay Sain**, Hilary Seagle, Jeanette White

Discussion Topics

1. Welcome New Committee Members

Three new committee members were welcomed to the committee: Dominique Benson, Tori Ellison and Clyanne Hyde.

2. Review of Advisor Training in 2015-16

Discussion about the advisor training offered during the 2015-16 identified the following items completed.

Career Services: Mike Despeaux updated the committee on the information sessions that have been offered so far on the Macon Campus and for UTAC advisors. An information session for the health sciences division is on the horizon.

Colleague and Onbase: Clyanne Hyde has scheduled information sessions with the Arts and Sciences and Career Technologies divisions for the spring semester.

Financial Aid: Melody Lawrence indicated that the following training sessions have been offered during the spring semester: Career Technologies (March 8), Macon (March 10), Health Sciences (March 29), and Arts and Sciences (April 6).

Testing & Placement: Jay Sain indicated that all divisions had been provided information sessions prior to the start of the spring semester.

Universal General Education Transfer Course (UGETC)/University Transfer Advising Center (UTAC): Cheryl Davids indicated that individual and college wide meetings had been offered on the Macon campus.

Cheryl Contino Connter noted that Student Services is offering cross training now through May open to anyone on campus that would like to participate.

A follow up survey will be sent to advisors asking them if they were able to attend, to evaluate the training offered in the spring semester, and to identify areas of training that are still needed.

Additional information will be added to the advising website including a list of the training programs that have been offered.

It was also suggested that periodic updates be sent out from the advising committee to advisors via email.

3. First in the World Grant Strategic Goal F Implementation Plan

As part of the First in the World Grant implementation plan the advising committee will provide oversight for the goal of using proactive advising techniques to enhance advising relationships in the 2016-17 academic year. Three primary initiatives were discussed:

- a. Utilize approximately an hour on the advising days (each campus) offered in the fall semester and spring semester to provide training on proactive advising. A planning group should be identified to help facilitate the training
- b. On professional development day include discussion time at tables (similar to the RAT discussion a couple years ago) and ask advisors to talk about how they disarm, how they encourage discovery, etc.
- c. Offer something online either through a Google Document, blog or a closed Facebook page for advisors to share proactive advising experiences. Mark will talk with Bethany Emory/Erin McCully.
- d. Email and online updates and education:
 - i. Recognition: Recognize advisors that are doing good things with for example: "Advisor Sam Jones delivers" and talk about the positive impact.
 - ii. Flip it: Instead of asking what they are doing right, ask for example: "what is not student centric in your office?" Encourage people to discuss this online and even post pictures!

The meeting concluded at 11:50 a.m.